

SUBJECT: Procurement of Administrative and Housekeeping
Supplies from GSA for Issue through the Logis-
tics Services Division

1. PURPOSE

This instruction establishes policy concerning procurement of standard administrative and housekeeping expendable supplies by the Logistics Services Division, Office of Logistics (OL/LSD), from the General Services Administration (GSA) Federal Supply Service, Region 3. To avoid the double handling of every item by first receiving it

STAT

and then issuing it from stock to OL/LSD, this materiel will be procured and shipped directly to OL/LSD, even if the item exists in stock

STAT

2. POLICY

- a. Materiel procured through this source is for issue by OL/LSD to ^HHeadquarters components of the Agency at no cost to the recipient.
- b. Items procured are limited to those stock items listed in the Agency Administrative Supply Catalog that are in the ^{Supply}GSA ~~Stores Stock~~ Catalog.
- c. Quantities ordered will be based on economic order quantities in ^{accordance}consonance with GSA standard units of issue and ^{packaging}criteria. Each requisition will allow for an approximate delivery period of 30 days from the time the requisition reaches GSA.

- d. The GSA Self-Service ~~Supply~~ Stores may be utilized for the procurement of slow-moving items or for emergency replenishment of small quantities of fast-moving items. Such purchases may be charged (charge plate) or paid for in cash by OL/LSD and are not affected by the provisions of this instruction.

ILLEGIB

3. RESPONSIBILITIES

a. LOGISTICS SERVICES DIVISION

- (1) Establish reorder points for all expendable items maintained for general issue through the Building Services Branch (BSB), LSD/OL. Examine issue activity at least every 12 months to update reorder points.

- (2) ^{As maintained} Insure that current GSA catalogs in order to prepare requisitions with valid stock numbers, units of issue, and unit costs.

- (3) Maintain a current list of stock numbers established in the Inventory Control System (ICS) Identification File. When requisitioning an item that is not in this file, prepare a Catalog Action Request ^(CAR) and attach to the requisition.

- (4) Annotate each requisition as follows to enable Supply Division (SD) to readily identify requisitions governed by this instruction: "GSA SOURCE -- All Items to be Procured by IDSB via FEDSTRIP Procedures". "

ADMINISTRATIVE INTERNAL USE ONLY.

Approved For Release 2003/03/10 : CIA-RDP78-05054A000100100052-0

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised July 1975

- (5) Submit requisitions to the Budget and Fiscal Branch, Executive Office (EO/B&FB), OL, for certification of availability of funds. Maintain a control file for each transaction.
 - (6) Receive materiel and furnish completed receiving reports on a timely basis to ~~Central Control and Distribution Branch (CCDB)~~ SD/OL for processing through the Financial Property Accounting (FPA) system.
 - (7) Resolve discrepancies directly with GSA or the carrier, or file a formal discrepancy report with Interdepartmental Support Branch (IDSB), SD/OL, in accordance with LI 45-6, "Receiving Discrepancy Policy and Procedures."
- b. EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH (*Initial caps*)
- (1) Review and certify the availability of Property Requisitioning Authority (PRA) for each requisition.
 - (2) Forward requisitions to OL/SD ~~CCDB~~.
- c. SUPPLY DIVISION (*Initial caps*)
- (1) Produce, in conjunction with OL/LSD, the Administrative Supply Catalog, ^{hard copy or microfiche,} for use by OL/LSD/BSB and its customers.

ADMINISTRATIVE INTERNAL USE ONLY

Approved For Release 2003/03/10 : CIA-RDP78-05054A000100100052-0

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised July 1975

- (2) Assign a Procurement Instrument Number to each requisition, and ^{assign} Transaction Analysis Code ^(TAC) 7B to each line item, and enter the requisition into the Requisition Suspense File of the ICS.
- (3) After entry into the ICS, reproduce and distribute copies of the requisition to the requisitioning office, OL/EO/B&F (2 copies), and ~~OL/SD/IDSB~~ (2 copies). Since ☐ is never involved in requisitions covered by this instruction, it is not necessary to reproduce advance copies of the requisition for ☐ prior to processing through the ICS.
- (4) Maintain the accountable ~~own~~ ^{Document Control Number} file for each requisition. (Den)
- (5) Order materiel from GSA in accordance with LI 45-10, "Processing of MILSTRIP/FEDSTRIP Documentation."
 - (a) Code the FEDSTRIP requisition to have GSA send status cards directly to OL/LSD/
(BSB.)
 - (b) Forward the original of Agency Form 2216, MILSTRIP/FEDSTRIP Order, to the North Loading Dock, Headquarters Building (the receiving activity), for use as a receiving document, and send an information copy to OL/LSD/BSB (the requisitioning office).

STAT

STAT

Approved For Release 2003/03/10 : CIA-RDP78-05054A000100100052-0

(4)

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

Approved For Release 2003/03/10 : CIA-RDP78-05054A000100100052-0

INSTRUCTION NO.

LI 45-2

LI 45-2

LOGISTICS

Revised July 1975

- (c) Forward one copy of the Daily Cross-Reference Register concerning OL/LSD/BSB transactions to the North Loading Dock and one copy to OL/LSD/BSB.
- (6) Resolve consequential discrepancies with GSA reported by OL/LSD/BSB.
- (7) Code receiving reports forwarded by ^{OL/}LSD by assigning TAC OU and enter into the ICS. TAC OU will generate an Issue Notice at the Data Access Center (instead of ~~at the~~ an Issue Verification is processed immediately by the terminal operator to clear the Requisition Suspense File.
- (8) Process CAR's provided by OL/LSD/BSB for establishing new items into the ICS.

STAT

(5)

Approved For Release 2003/03/10 : CIA-RDP78-05054A000100100052-0

ADMINISTRATIVE INTERNAL USE ONLY

STATINTL

Approved For Release 2003/03/10 : CIA-RDP78-05054A000100100052-0

Approved For Release 2003/03/10 : CIA-RDP78-05054A000100100052-0